

VOCA Aggregate Quarterly Report TouchPoint Instructions

Logging Into ETO:

Step 1 – Open your **preferred internet** browser. (ETO is now compatible in all browsers).

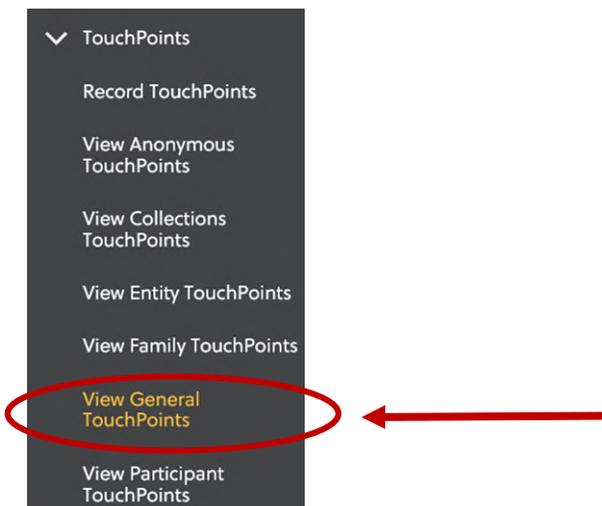
Step 2 – Type your ETO URL into the address bar. secure.etosoftware.com

Step 3 – Enter your email address as your Username.

Step 4 - Enter your password.

Completing VOCA Quarterly TouchPoint:

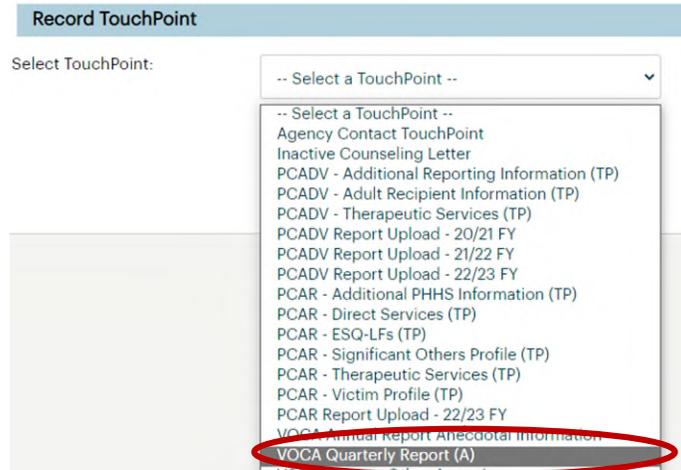
1. After logging into ETO, go to the Left-hand Side Navigation Bar and select **TouchPoints**.
2. Once the list expands, select **VIEW GENERAL TOUCHPOINTS**.



3. On the next page, select **Take New TouchPoint**.



- Select the TouchPoint titled **VOCA QUARTERLY REPORT (A)**



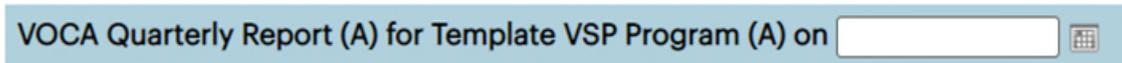
- The TouchPoint will open for you to complete. The first item you will need to complete is the **DATE** at the top of the page. You **MUST** enter the date that corresponds with the first day of the reporting period.

*October – December quarterly reporting period = **October 1, 2022***

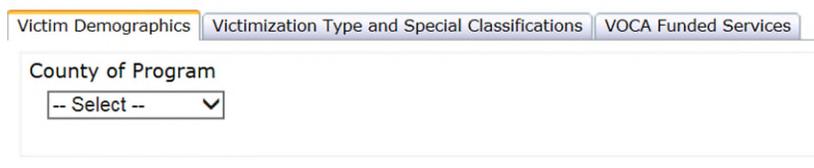
*January – March quarterly reporting period = **January 1, 2023***

*April – June quarterly reporting period = **April 1, 2023***

The date field appears in the **Blue Bar** above the rest of the data fields.



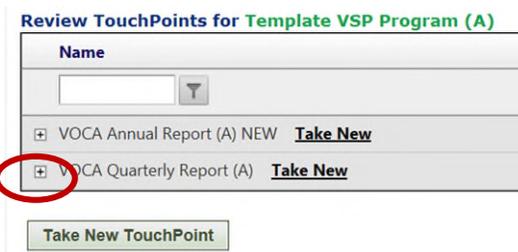
- The next step is to select the correct **County** that you are completing this for. If you are receiving VOCA funding for a STATEWIDE Project, you can enter STATEWIDE as the name of your county.
- If you receive VOCA funding to provide services in multiple counties, you must complete this TouchPoint for **each County separately**.
 - Example: If you receive VOCA funding to provide services in Dauphin and Perry Counties, you must complete a separate **VOCA Quarterly Report (A) TouchPoint** – one for Dauphin County and one for Perry County.



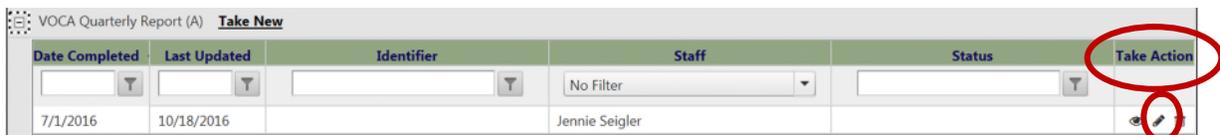
8. The **VOCA Quarterly Report (A) TouchPoint** has three pages and the data fields will mirror the document you were provided at the beginning of the fiscal year that explained the new VOCA Reporting requirements.
9. Once complete, select **SAVE** at the bottom of the screen.
10. You will get a pop up box that will look like the image below; indicating that your TouchPoint was **SAVED**.



11. If you need to access this TouchPoint again to complete data entry or to revise data entry, go to TouchPoints > View General TouchPoints and then select the **+ sign** beside the name of the TouchPoint: **VOCA Quarterly Report (A) TouchPoint**.



12. You will see every instance of the **VOCA Quarterly Report (A) TouchPoint** that was ever completed. Choose the one for the Quarterly Report you are working on and under the TAKE ACTION column, select the pencil symbol to make any edits.

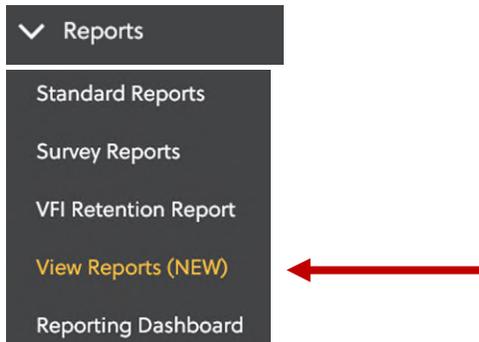


13. Once complete, select **SAVE** at the bottom of the screen.
14. You will get a pop-up box that will look like the image below; indicating that your TouchPoint was **SAVED**.



Running Your VOCA Report in ETO

1. Go to the Left-hand Side Navigation Bar and select **REPORTS > VIEW REPORTS (NEW)**

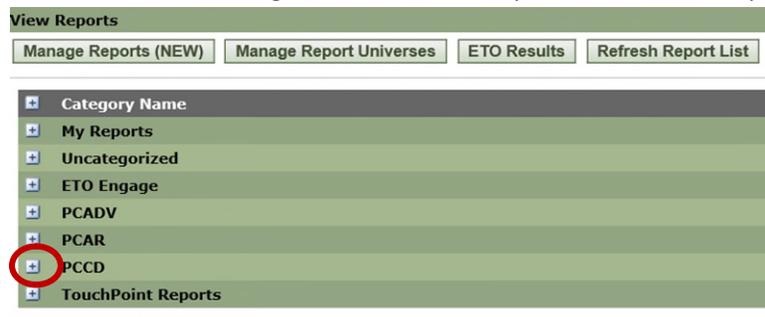


2. Refresh Report List

1. Select Refresh Report List first for ETO to update the list of reports available to you.

3. **VOCA Quarterly Report (Submission Report)**

1. On the next screen, select the + sign next to PCCD to open the available reports:



Report	Report Description	Type
RASA Funder Report (TP) 17/18	RASA Report for quarterly submission and data backup for 2017-2018(Enterprise v2 2018 RASA Report)	Custom
RASA Funder Report Jan-Jun 2019	Report for quarterly report submissions and data backup requests for the 2019-2020 grant period. v1.	Custom
RASA Report 19/20 v2.0	RASA Report for data entered after July 1st, 2019.	Custom
VOCA Data Backup Report	Enterprise v2.1 2018 For use to provide data backup requests from PCCD.	Custom
VOCA Quarterly Report (Anonymized Data Tabs)	Enterprise v5.3 2019 VOCA Report with data tabs and no client names.	Custom
VOCA Quarterly Report (Submission Report)	Enterprise v5.3 2019 VOCA Report for quarterly submissions to PCCD	Custom
VOCA Report ProInfo	Enterprise v1.3 2019 Optimized summary report for VOCA Quarterly Submission	Custom
VOCA Statistical Report (anonymized) (Pre July 1st 2019 Data)	Enterprise v1.1 2018 Full report with no names	Custom
VOCA Statistical Report (summary only) 2019 (Pre July 1st 2019 Data)	Enterprise v1.3 2019 Optimized summary report for VOCA Quarterly Submission	Custom
VOJO Funder Report (TP) 17/18	VOJO Report for quarterly submission and data backup for 2017-2018 (Enterprise v2 2018 VOJO Report)	Custom
VOJO Funder Report Jan-Jun 2019	Report for quarterly report submissions and data backup requests for the 2019-2020 grant period. v1.	Custom
VOJO Report 19/20 v2.0	VOJO Report for data entered after July 1st, 2019. Report for quarterly report information and data backup requests.	Custom

VOCA Quarterly Report (Anonymized Data Tabs) Statistical Report – Full report with Tabs

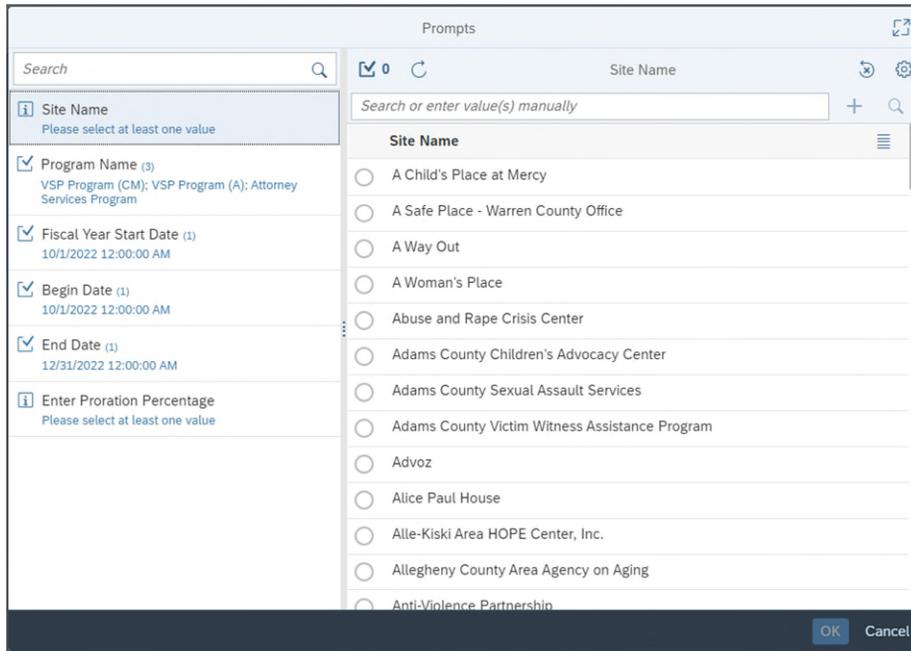
For Aggregate Sites, all Tabs will be empty, except for the Aggregate Report Tab. It will show you the data you entered into the “VOCA Quarterly Report (A) TouchPoint.

VOCA Quarterly Report (Submission Report) – Summary page of the VOCA report

This is the version you will want to run and save as a PDF to upload into EGrants.

Report Prompts

After about a minute, the Report Prompts will generate. Please follow the guidance below to select the correct Report Prompts.



Site Name: You will fill in the bubble next to your agency’s name.

Program Name and Primary County are no longer needed

Your report will run for your site and include all of these elements automatically.

Fiscal Year Start Date: Enter the date the fiscal year began on (October 1, 2022).

Begin Date: Enter the **Date** for the **Beginning of the Reporting Quarter**.

<u>Reporting Period</u>	<u>Report Start Date</u>
October – December 2022	October 1, 2022
January – March 2023	January 1, 2023
April – June 2023	April 1, 2023
July – September 2023	July 1, 2023

End Date: Enter the **Date** for the **End of the Reporting Quarter**.

<u>Reporting Period</u>	<u>Report Start Date</u>
October – December 2022	December 31, 2022
January – March 2023	March 31, 2023
April – June 2023	June 30, 2023
July – September 2023	September 30, 2023

If you use the calendar feature, you will see a space to enter a time, you do not need to enter a time in the date field.

Proration Percentage: Enter the proration percentage of your agency **without** the “%” symbol.

Once all report prompts are entered and you see a blue check mark to the left of the prompt, select **OK** and your report will generate.

If you need to edit a prompt, select the prompt, click the (X) on the right-hand side and reenter the correct data.

The screenshot shows a 'Prompts' window with a search bar and a list of prompts. The first prompt is 'Site Name (1)' with the value 'A Child's Place at Mercy'. The second prompt is 'Program Name (3)' with the value 'VSP Program (CM); VSP Program (A); Attorney Services Program'. Below the prompts is a table with a header 'Selected value(s)' and a row with the value '100'. A red circle highlights an 'X' icon in the right-hand side of the table row.

Saving VOCA Report

1. At the top of the report screen SELECT this icon:
2. An EXPORT Screen will appear:



The screenshot shows an 'Export to' dialog box. On the left, there are options for 'Excel', 'PDF', 'HTML', 'TXT', and 'CSV'. The 'PDF' option is selected. On the right, there are tabs for 'Reports' and 'Options'. Under the 'Reports' tab, there is a search bar and a list of reports with checkboxes: 'All reports', 'Main Report (Current Report)', 'Proration', and 'Counties Served'. All checkboxes are checked. At the bottom right, there are 'Export' and 'Cancel' buttons.

3. On the left side, you have the option to select PDF; Excel, CSV, or Test.
 - i. If you are attaching a report to EGrants, select PDF and make sure you ran the VOCA Summary Report without any tabs!
4. Once you selected the File Type, make sure you check "All Reports," then Select Export and your report will generate in that format. You will now be able to save this document to your computer.

Submitting your VOCA Report

1. EGrants

- a. Once you confirm that the data in your report is accurate, you will need to enter the report into EGrants. (You will need an EGrants account to enter information.)
- b. This information is due in EGrants no later than the 16th of each month.
 - i. It can be started prior to your VOCA report being emailed to you on the 15th and it should take less than 5 minutes to complete.



- c. You will enter a PROGRAM REPORT into EGrants for each VOCA grant your agency receives.
 - i. Indicate if the project is on schedule.
 - ii. Write a brief description regarding the activities that your agency conducted.
 - iii. In the ATTACHMENT SECTION you will need to attach your agency’s VOCA report in a PDF Format. Then select SAVE COMPLETE.
 - 1. Because ETO generates a comprehensive VOCA report that encompasses all of your VOCA grants, you will upload the same physical VOCA report into each grant in EGrants.
 - iv. In the PERFORMANCE INDICATORS SECTION you do not have to do anything expect select SAVE COMPLETE.
 - v. Once all the sections have been completed, select SUBMIT at the bottom of the screen.

PROGRAM REPORT

Report Status: Draft
 Approval Status: Pending
 Status Updated By:

Report Due Date: 12/31/2018
 Submitted Date:
 Return Date:
 Resubmitted Date:

Final Report: No

Is The Project On Schedule? *

If not, please explain:

Briefly List Activities Conducted During This Period: *

Report Sections

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	In Process		
Performance Indicators	0	In Process		

Corrective Actions

Problem Description	Due Date	Section	Status

2. VOCA Report Review

- a. PCCD staff will review the VOCA report you submitted in EGrants.
- b. Any issues regarding the report will be sent to the agency through EGrants with a due date to respond.
- c. All correspondence back and forth between PCCD and the VOCA recipient agency will occur in EGrants.